G. R. S. IX-5]

Previous references.

1917.

(G. M.)

File No. 298-17

Serial Nos. 3788

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Nov 1917

SUBJECT.

Set of rules re the conduct and behaviour of the Staff on the Nandi Hill.

(Ll 8) To the Supdt, Govt Gardens
No G 6804-d/ 22-11-1917
Approved of the ——————

W D 88—GPB—50,000—24-7-16

G. R. S. III—1] 1917.

GENERAL AND REVENUE SECRETARIAT.

(Gen: Mis)

NOTES.

File No. 298-17

FILE HEADING.

Nandi Hill Station

From

No. Dated Received

Diary No. Enclos. Spare Copies. Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

WD 1232—GPB—20,000—18-11-1o

T. 2018
29-9-17

WD 3048—GPB—1,000—16-7-17

REPLY.

(To be written on this margin.)

E.A. Mis. 51
2/10/17.

Office of the Dewan of Mysore.

NOTE.

Dated 26th September *1917.*

It is understood that no rules have been prescribed for the conduct and behaviour of the staff on the Nandi hill. I shall be glad if the Secretary will be good enough to have a set of rules drawn up by the Superintendent and submit the same within a month.

26.9.17. AD

The Secretary,

General Department.

Under VIII for early action
CK
27/9.

N. peon Mis will be transferred to M.S. No V who is now dealing with questions relating to Nandi
Secy) 2899.

CK
2/10/17.

DR 575.7

GEN. & REV. SECRETARIAT. GENERAL 2 OCT. 1917

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

for File No. 298 of 1917.

Serial No.	
	Draft subd. K.N. 3/10. V.S. Issue to Secy Up. 4/10/17
	Issued vide G 5090 dt 4.10.17 MR
3	To The Supdt Govt Gardens. No G. 5090 G 4. 10. 17 Requests him to draw up a set of rules re: the conduct & behaviour of the staff on the Nandi Hills & submit the same for the approval of Govt by the 15th inst.
	Subd. with a reminder K.N. 17/10. V.S. Issue at once Up 17/10/17
	Issued. Subd. with a ~~Do. reminder~~ K.N. ~~25/10~~ 26/10
7	From The Supdt, Govt. Gardens No. 4 & 28.10.17 Submits set of rules for the conduct and behaviour of the Nandi Hill staff.
	Subd. K.N. 26/10. V.S. For favour of remarks Up 27/10/17
	N. S. VIII The rules seem suitable The Supdt may be asked to see that they are really observed Up 31/10/17
	Subd V.S. 3.11.17 Chd Secy. Up. 4/11/17

GEN. & REVENUE SECRETARIAT VIII AUDIT. 1 NOV 1917

NOTE—Contn. sheet.

WD 1233—GRB—60,000—1-12-16—S.

MR 575-17
3701

G. R. S. III-2.

General and Revenue Secretariat. | File No. | of 191

Serial No.

2169
10.11.17.

Dewan)

Cfz.

May be approved after Secretary 9/11/17
by the Chief Secretary. The Rules should be
printed in English & Kannada & steps should be taken
to see that they are
strictly observed. 12.11.17.

✓ I have seen the rules. They are all right.
Action may be taken as directed.

Cfz
14/11/17

rd
(6)11.

Draft Subd
KV.
17/11.

8. To.

Dewan 14/11/17

The Supdt Govt. Gardens.

G. 6804 of 22.11.17

Govt approve of the rules referred to in
Sl. 1. & request them to be printed in Engl
Kannada.

2. Request a dozen copies to be sent to
this office

3. Informs that the rules may be strictly
observed.

To.

The Supdt. Govt. Gardens. G. 6805 of 22/11/17

Fds: a copy of the above

NOTE—Contn. sheet.

1/4/17

5

G. R. S. VI—G/32]

SUBJECT.....

.....

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Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( )
, *the* 191 .

Section G. 1.
File No. 1981/7
Serial No. 3

No. G 5090

Date of issue 4-10-17

Signed by [illegible]

To

The Superintendent,
Govt. ~~Farm~~ Gardens,

Sir,

It is understood that no rules have been prescribed for the conduct & behaviour of the staff on the Nandi Hill. I am therefore to request that you will be so good as to draw up a set of rules and submit the same for the approval of Govt. by the 15th inst.

I have etc
[illegible]
4/10/17
for Secy to Govt,
Gen. Deptt

over.

VB
KW

List of enclosure

Copied by

Examined by

WD 86—GPB—60,000—15-11 16

GPB—12,000—3-7-15

191

From

The Offg. Superintendent, 25/10/17

Government Gardens,

Bangalore.

To

The Chief Secretary to the Govern-

ment of Mysore, Camp Mysore.

Dated 25th October 1917.

Despatched

Received

General No. 4/17-18

No.

Enclosure No. 8

Submits set of rules for the conduct and behaviour of the Nandi Hill staff.

Office of the Superintendent,

Government Gardens in Mysore,

Dated Mysore the 25th October, 1919.

370

From

T. Venkatoparth Iyengar, Esq., B.A.,

Offg. Superintendent, Govt. Gardens,

Bangalore.

To

The Chief Secretary to the Government

of His Highness the Maharaja of Mysore,

Camp Mysore.

Sir,

In compliance with your letter No.G.5000 dated 4th instant, I have the honor to forward herewith, a set of rules drawn up and prescribed for the conduct and behaviour of the Staff of the Hill Station. I also enclose, for the information of Government, seven lists enumerating the duties allotted to the several members of the Staff.

I have the honor to be,

Sir,

Your most obedient servant,

Offg. Superintendent,

Government Gardens.

Rules for the personal conduct and behaviour of the staff of the Nandi Hill Station.

---

1. The members of the Hill Establishment should always wear clean and decent dress.
2. They should always be in proper time for their duty, i.e.,from 8 A.M. They should get their attendance marked by the clerk every morning.
3. They should not leave their place of duty, with-out permission of the Kotwal, or clerk on the Hill.
4. They should not absent themselves without obtain-ing previous permission.
5. They should wish their superior officers and visitors when they see them for the first time in the day and when they take leave of them.
6. They should address them politely, whenever they have to speak to them.
7. They should not enter any of the rooms when there are visitors in them, without their permission.
8. They should always try to comply with the requests of visitors as far as possible.
9. They should not ask the visitors, for any presents, either for doing,or for having done,any work for them during their stay.
10. They should not quarrel, with one another, but co-operate and work harmoniously, and strive to please the visitors and to make their stay comfortable.

Offg. Superintendent,
Government Gardens.

V.R.R.

Maity.

The following are the duties of the Maity of each Bungalow:- he should open

Direct Duties.

1. Immediately he comes in the morning the doors and windows of every one of the rooms and hook every one of them.- Again in the evening, he will close them and bolt or lock as necessary.
2. He must remove the dust off every piece of furniture in the building.
3. He should see that every article of cutlery in his charge, does not get rusty, but oiled whenever necessary and cleaned.
4. He should have the crockery in his charge always clean.
5. He should see that all the lamps in his charge are in working order and that no part of it is loose or leaky, or in any way broken.
6. He should see that no linen in his charge is in a soiled condition, but that they are all washed and ready for the use of the visitors.
7. He should see that the Kitchen attached to the -- Bungalow is kept clean, the windows and doors kept in good condition, and the simks are in working -- order.

Supervisory duties.

8. He should see that none of the rooms or varandahas or steps are kept in a dirty condition, but swept clean every day.
9. He should also see that the bath rooms are kept -- clean, and commodes washed as soon after use as possible.
10. He should see that the grounds and roads around -- the bungalow are clean.

Duties when there are visitors.

11. When there are visitors in any of the blocks of - the building, he should not enter the rooms, without obtaining permission, either to open the doors and

and windows or to dust the furniture or to have the rooms swept.

12. If any visitor wants for use either cutlery or crockery or lamps or linen or any article kept for the use of visitors, he will supply them as far as possible on the usual terms, and obtain the acknowledgment of the receipient for the articles given, in the note -- book maintained by him for the purpose.

13. On receipt of the articles so lent, he will see that no damage is done to any of them, or if done, the -- cost of the articles or articles in accordance with -- the price fixed in the authorised list, recovered and paid to the Clerk, and see that the article is substituted.

14. Whenever his services are required for cooking, by -- any visitor, he will attend to it, if not already engaged by any other visitor for that purpose.

15. He should attend to any other duty besides the above, asked of him by the authorities on the Hill.

Offg. Superintendent,
Government Gardens.

V.R.R.

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HOUSE MALI.

The routine duties of the House Mali are as follows:-

1. Every morning he should sweep clearly the -- grounds around the Bungalow, and also all the rooms within the building.

2. He should remove any weeds grown on the foot-paths and lawns adjoining the bungalow and keep the paths in good condition by filling up ruts and -- hollows with gravel then and there that is whenever they are formed.

3. He should scrape the moss on the steps and -- walls whenever they appear, and more specially during the rainy season.

4. He should assist the Mafty in procuring the supplies to visitors generally.

5. He should not enter the blocks of the bungalows occupied by visitors without their permission, either for sweeping or for any other purpose.

Offg. Superintendent,
Government Gardens.

V.R.R.

WATERMEN.

The following are the duties of the Watermen:-

1. Every morning, they should take the orders of the Clerk on the Hill as to the number of pots of water required by visitors, and the several bungalows to which they have to take them.

2. They should then go to the stabling, clean and groom the bullocks as early as possible, also clean the --- vessels, and take them to the water cistern.

3. The hand pump should be oiled once every day and kept always clean.

4. The reservoir on the top of the Sarovaram should be cleaned once a week by emptying all its contents -- and removing the sediment in it.

5. They should see that the water in the reservoir does not go down below half the depth, and always keep that it filled up at least to that height.

6. ~~The~~ They should see that the water taps ~~should~~ are always ~~be~~ kept in working order, and ~~they should see~~ that they are not let open after use, and prevent any unnecessary waste of water.

7. The surroundings of the reservoir should be swept as often as is necessary and kept always clean.

8. The drain through which the waste water runs, should also be kept clean.

9. They should not allow any one to get down into the Sarovaram on any account.

10. Before pumping up water into the reservoir, they should remove with a net every morning any vegetable matter that may have collected on the surface of the Sarovaram water.

11. Every evening, they should report to the Clerk, the quantity of water they have supplied to the several visitors, so that they may be entered in the Individual Ledgers of visitors.

12. They should not let loose the bullocks for grazing, but should tie them up to a peg with a strong rope, far -- away from the roads and footpaths.

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footpaths.

13. While the bullcoks are grazing, any one of the watermen should always be attending on them.

14. During nights, the bullocks -- should be shut in, in their stables with a sufficient quantity of grass for them for bedding and feeding.

Offg.Superintendent,

V.R.R. Government Gardens.

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Scavengers

The duties of the Scavengers are as follows:-

1. They should clean as often as necessary all the bath rooms of all the Bungalows and all the latrines on the Hill.

2. While removing the commodes & chamber pots for cleaning, outside, they should carry them only in closed baskets provided for the purpose.

3. They should deposit the night soil and the -- scraping of the kithen in places selected by the authorities for the purpose, and should on no plea throw them out anywhere they like.

4. They should not allow the servants of visitor to the Hill Station, and the piligrims, to commit nuisance anywhere, but see that they use only the public latrines.

5. They should sweep every morning all the appro ach roads to every bungalow, and other roads at i intervals and keep them clean.

6. They should also attend to the draining off of the water coming out from the kitchens and -- bath rooms, and remove them wherever necessary, and in other respects keep the drains and its -- sides clean.

Offg. Superintendent,

V.R.R. Government Gardens.

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BRAHMIN COOK.

The duties of the Brahmin Cook are as follows:-

1. Every morning, he should take orders -- from the clerk as to the number of visitors who have booked themselves for messing that day in the Vegetarian Hotel.

2. He should, then see that he has all the raw articles required for the menu of the day, and after bathing, set himself down to cook.

3. He should see that only fresh and good articles are used in the preparations, and that the cooking utensils used are perfectly clean, and tinned whenever necessary.

4. He should finish his cooking in proper time, so as to be ready to serve at about 11 O'clock in the morning and 8 O'clock at -- night.

5. He should hang up before meal time at the entrance to the Dining Hall, a ~~memo~~ menu of the preparations that are to be served for the -- Dinner and Supper of the day.

6. He should see that there is sufficient quantity of hot and cold water required for -- visitors, to bathe.

7. He should supply for drinking purposes only boiled water either warm or cooled.

8. While serving, he must wear clean clothes and use clean vessels, and always use spoons.

9. He will prepare tiffin in the mornings and afternoons for those who require them together with coffee or tea as required, and as far as possible in proper time.

10. At the end of the day, he should report to the clerk, for entry in the accounts, the -- names of the visitors, who dined or took tiffin at the Hotel during the day.

V.R.R.

Offg. Superintendent,
Government Gardens.

KOTWAL.

The duties of the Kotwal are as follows:-

1. He is the head of all the Bungalow servants, and menials and as such is responsible for their good behaviour.

2. He should see that all his subordinates are at their work in proper time, and that they do the work allotted to them for the day.

3. He will ascertain from the clerk the names of the visitors expected to arrive the next day and arrange for the kinds of conveyances required, and conduct the visitors on arrival to the rooms allotted for them.

4. He should take the visitors book to the visitors on arrival, and get their necessary entries made by them therein.

5. Similarly, he will take the book to a departing visitor for filling up of the other columns necessary.

6. He should ascertain the requirements of visitors as regards perishable articles and arrange for their supply to them in time.

7. He should see that the stock of firewood does not run short of one hundered maunds at any time, and that he replenishes it from the Forest Department whenever necessary.

8. At the end of the day, or earlier, if necessary, he should report to the clerk, the supplies made by him, to the several visitors during the day, for entry in the accounts books and subsequent recovery.

9. Before the departure of visitors from the Hills, he should take to them, the bills for amounts due by them prepared by the clerk, and on receiving payment, make it over to the Clerk in return for a formal receipt from him,

which

which should be handed over to the concerned.

10. He should take the accounts given to him by the clerk for remittance to Treasury every week, and see it credited and acknowledged by the Treasury officials in the prescribed remittance book.

Offg. Superintendent,
Government Gardens.

V.R.R.

The Clerk of the Hill Station.

The duties of the clerk of the Hill Station are as follows:-

1. He is responsible for the proper management of the Hill Station in all its details.

2. He should guide Kotwal and all the other servants in their work and also, generally, see that they carry out the duties allotted to them.

3. Onee a week, he will make a detailed inspection of the buildings, furniture, and the grounds, on the Hill and record the particulars of such inspections in a book maintained by him, sending to the Head Office, extracts of such inspection noted, on points requiring immediate attention, at the same time arranging for their early rectifications.

4. He is responsible for all the accounts of amounts due from visitors, their recovery, and remittance to the Treasury.

5. All bills for claims of Government should be drawn up by him, and receipts should be granted to the parties concerned by him.

6. He should see that there is always a sufficient stock of English oilmanstores of the kinds according to the prescribed list and replenish the stock whenever necessary.

7. He should check the stock of linen, furniture, cutlery, crockery, lamps, and other glassware twice a year, once in January and again in July, and record in a book the result of such stocktaking.

8. He should generally take care of all Government property on the Hill.

9. Once in every morning, he should go to every building and ascertain personally, the requirements of the visitors and try to meet them as far as possible.

10. He should arrange for accommodation and conveniences generally, of visitors, according to the specific instructions if any, issued by the Head Office or where there is none such, according to his discretion.

11. He should always strive to make the stay of visitors as pleasant

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as pleasant and comfortable as possible.

12. He should send every month to Bangalore for chemical examination, one big ~~xxxxx~~ potfull of Amrutha Sarovaram water to the Head Office, and see that the report received of such examination is hung up in the -- central passage of the Cubbon Bungalow, for the information of visitors.

Offg. Superintendent,

V.R.R. Government Gardens.

G. R. S. VI—G/32]

SUBJECT.....

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Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,

( )

, the 191

Date of issue 22.11-17

Signed by M. D. E. J. Acca

Section G. II

File No. 298-17

Serial No. 8

No. G 6804

To

The Offg: Superintendent,

Govt. Gardens

Sir,

I am directed to state that Govt. approve of the set of rules for the conduct & behaviour of the staff on the Nandi Hill station received with your letter no. 48 25th oct 1917 and to request that they may be got printed at the Govt. Press in English & Kannada. Printed copies of these rules may be posted

over.

on boards & hung up in some conspicuous part of each bungalow on the hill.

2. A dozen copies of the rules may kindly be forwarded to this office for record.

3. I am to add that steps should be taken to see that the rules are strictly observed.

I have etc
For Chief Secy to Govt.

Copy of the above is forwarded to the Superintendent, Govt. Press.

By order,

For Chief Secy

List of enclosure

Copied by

Examined by

WD 86—GPB—60,000—15-11 16